

## Surplus Equipment Disposal and Transfer Form (SED)

# University of Massachusetts Amherst Equipment Inventory

*Use this form only when equipment is not being sold*

<b>Department:</b>	<b>Contact:</b>
<b>Address:</b>	<b>Phone:</b>
	<b>Fax:</b>

Do you require moving services?	Yes	No
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For Transfer of equipment to another department, indicate name of new department, contact, building and room \_\_\_\_\_

Also, Note items to be transferred with a "T" in last column below.

[illegible]

<b>Approvals</b>	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
<b>Department</b>			
<b>OWM -Moving Svcs.</b>			
<b>Property Office</b>	<b>OWM Sends Original SED to Property Office for Official University Records</b>		

**Note: signature above acknowledges and attests to compliance with the following University policy on computer data security:**

*"It is the department's responsibility to ensure that all computers and electronic storage devices including but not limited to hard-drives, laptops, and servers have all personal, confidential files and licensed software removed before disposal."*